

HALECREST SCHOOL SITE COUNCIL BYLAWS

Revised 09/15/2020

I. NAME

The name of this organization shall be the Halecrest School Site Council.

II. PURPOSES

- A. To write and submit to the school board a school improvement plan in accordance with district instructions (Single Plan for Student Achievement).
- B. To monitor the implementation of the improvement plan.
- C. To review and update the plan annually.
- D. To fulfill other responsibilities assigned by the education code of the State of California.

III. MEMBERSHIP

- A. Council Membership shall consist of:
 - 1. Five community representatives currently residing in the Halecrest School boundary area, or having children attending Halecrest with one parent alternate.
 - 2. The principal of Halecrest School.
 - 3. Either four or five current faculty members of Halecrest School.
 - 4. Either one or two classified employees of Halecrest School.
 - 5. The sum of staff members shall equal six, including the Principal with one staff alternate.
- B. Ordered lists of alternate members shall be kept.
 - 1. A list of alternate community representatives.
 - 2. A list of alternate staff members.
- C. Terms of Membership
 - 1. All members shall be elected for two-year terms.
 - 2. Any person may be elected to successive terms, as long as he meets the residence or employment conditions.
 - 3. Terms of membership begin and end August 15th.
- D. The election committee shall conduct elections for community members in the fall in accordance with instructions set forth in the Standing Rules. Staff members shall be elected by their peers at the start of the school year (mid-July and/or the start of the school calendar year as set by the school board).

IV. OFFICERS

- A. The officers, in order of precedence are:
 - 1. Chair
 - 2. Vice Chair
 - 3. Secretary
- B. The principal shall not be an officer.
- C. All officers shall be elected for a one year term.
- D. Privileges and Responsibilities
 - 1. Chair
 - a. Oversees the work of the council.
 - b. Presides at business meetings.
 - c. Appoints standing and select committees.
 - d. Proposes the agenda for business meetings.
 - 2. Vice Chair
 - a. Assumes all responsibilities of the chair in case of absence.
 - b. Performs special tasks as assigned by the chair.
 - c. Shares responsibilities for council oversight with the Chair.
 - 3. Secretary
 - a. Maintains and distributes to members the current roster of the council.
 - b. Notifies members in advance of scheduled meetings.
 - c. Records, distributes and submits for approval the official minutes.
 - d. Maintains official copies of the council bylaws and standing rules.

V. VACANCIES

- A. Council
 - 1. Community representative vacancies shall be filled automatically by the first person on the community representative alternate list.
 - 2. Staff representative vacancies shall be filled automatically by the first person on the staff alternate list.
 - 3. Alternate succeeding regular members shall fill the unexpired portion of the term in question.
- B. Offices
 - 1. The chair shall be automatically succeeded by the vice chair.
 - 2. All other vacancies shall be filled by appointment from the chair,

with approval of the council.

VI MEETINGS

- A. A minimum of four regular business meetings shall be held every school year, at times and places as the council shall decide.
- B. Regular business meetings shall be open to the public.
- C. Advance announcements of regular business meetings shall be made within the school community.
- D. A quorum shall consist of 51% of the community members and 51% of the staff members of the council.
- E. All regular members shall exercise a vote at all meeting at which they are present. If a regular member is absent, the most senior member in attendance from the appropriate alternate list, shall be accorded the vote in his place.
- F. Meetings shall be conducted in accordance with the current edition of Robert's Rules of Order, except as specifically modified herein or in the standing rules.
- G. Holding meetings: In the case of an emergency or due to member attendance SSC meetings can be held virtually on Microsoft Teams or Zoom to fulfill quorum.

Voting: Members attending the meeting online due to emergency or member attendance will be considered present when meeting is held online via MS Teams. Voting online via Microsoft Teams or Zoom will be verbal and the results will be recorded by the recording secretary for the minutes.

VII COMMITTEES

- A. Standing Committees
 - 1. Bylaws Committee
 - a. Has ongoing responsibility for reviewing the usefulness of the current bylaws.
 - b. Has the responsibility for proposing changes to the bylaws at any regular meeting.
 - 2. Election Committee
 - a. Conducts a community relations campaign in the late spring on behalf of the council.
 - b. Conducts elections for membership to the council at the start of the school year (mid-July) so the council will be established by mid-August.
 - c. Recommends to the council suitable election

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procedures for inclusion in the standing rules.

3. Key Planners
 4. Resources Committee
 5. District Advisory (DAC) Representatives.
 - a. Attend all DAC meetings.
 - b. Report DAC activities to the council.
- B. Select Committees
1. The chair shall appoint committees for specific purposes.
 2. These may be formed on the initiative of the chair, or as directed by the council.
 3. Select committees shall have their objectives, reporting requirements, and longevities clearly defined from the outset.

VIII. TERMINATION

- A. Membership
1. A member shall be removed from the council when a motion to that effect:
 - a. has been properly introduced at a regular meeting, and
 - b. receives nine affirmative votes.
 2. A member so removed shall not be carried as an alternate member.
- B. Officers
1. An officer shall be removed from his office when a motion to that effect:
 - a. has been properly introduced at a regular meeting, and
 - b. receives nine affirmative votes.
 2. An officer removed from office may remain as a member of the council if he/she meets membership guidelines.

IX. AMENDMENTS

- A. These bylaws may be amended by a 2/3 majority vote of those eligible council members present at any regular meeting.
- B. Standing rules may be amended by a simple majority of those eligible council members present at any regular meeting.

X. ABSENTEE POLICY

- A. Members who miss two consecutive meetings without contacting a Member of the committee will be dropped from School Site Council.

STANDING RULE

I. ELECTIONS PROCEDURES

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- A. Election of new community members will be at the start of the school year or when a vacancy occurs if there are no alternatives.
- B. Prior to election, there shall be a call for nominations and/or volunteers.
- C. Those interested in serving on the Site Council shall be invited to a meeting to discuss the duties and responsibilities of membership. Such a meeting would ideally be the same day and prior to a Site Council meeting, so that those interested may see the group in action.
- D. Ballots shall be sent home (paper and pencil or electronic). Nominees/ Volunteers with the highest number of votes shall become members of the Site Council. Alternates will be appointed to attend Site Council and vote in the absence of a member.
- E. The staff shall elect their members at the start of the school year mid-(July).
- F. One member of the Site Council shall be a representative from The bilingual committee.